

Bishop Stopford School

faith | justice | responsibility | truth | compassion

EXAMINATIONS INVIGILATOR

Main purpose: To assist with the exams administration of the School

Responsible to: Examinations Officer

Key Areas

1. Exams assistance

Routine Tasks

- To assist with the distribution and collection of exam papers and related materials in the exam room as designated by the Lead Invigilator
- To assist with the monitoring of students during exams
- To ensure that exam regulations are adhered to at all times

As the title suggests, invigilators are expected to be vigilant at all times in the exam venues, so you will not be able to bring reading or other materials for use during your session. Please note that this applies to all sessions in all venues.

All invigilators are expected to be available during mock exams and the main exam period from the beginning of May to the end of June each year.

The Academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the Academy's Safeguarding policies, and to recognise that safeguarding is *everyone's* responsibility.

November 2017